

SMALL PROJECTS PROGRAM

D.C. Commission on the Arts & Humanities



APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2003

D.C. Commission on the
Arts & Humanities
410 Eighth Street, NW, Fifth Floor
Washington, DC 20004

(202) 724-5613
(202) 727-4135 FAX
(202) 727-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens,
Executive Director

Government of the
District of Columbia



Anthony A. Williams, Mayor

✓ **Deadlines**

Thursday, December 5, **2002** at 6:00 p.m.

Thursday, March 6, **2003** at 6:00 p.m.

Thursday, June 5, **2003** at 6:00 p.m.

All applications must be received at the Commission office by this time.

✓ **Small Projects Program Workshops**

Assistance in preparing applications is available through workshops held on:

- *Tuesday, November 19, 2002, 5:30-7:30 p.m.*
- *Thursday, February 29, 2003, 12:00-1:00 p.m.*
- *Thursday, May 29, 2003, 12:00-1:00 p.m.*

All Small Projects Program Workshops are held at the D.C. Commission on the Arts and Humanities' office at 410 8th Street, NW, Fifth Floor, Washington, D.C.

..... **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives, who make recommendations to the Commission on grant awards. The Commission is composed of eighteen private citizens appointed by the Mayor who serve as the volunteer governing body and is the final funding authority for the agency.

About the Small Projects Program (SPP)

The *Small Projects Program* offers grants up to \$1,000 for individual artists and arts organizations only. Community-based organizations are not eligible under this program. The program seeks to make grant funds more accessible for small scale arts projects with budgets under \$3,000. Projects may include but are not limited to the following:

- arts presentations;
- technical assistance services to aid fundraising, marketing, and managerial efforts;
- documentation of activities and artistic product through photography, brochures, portfolios, "demo" tapes, or slides; or
- art related conferences, workshops and seminars which enhance and strengthen artistic and professional development.

Accessibility Services



Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.



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Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

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Eligibility

Individual artists must be residents of the District of Columbia and arts organizations must maintain their principal place of business in Washington, D.C. at least one year prior to the application date and for the entire grant period.

The *SPP Program* application process is competitive and subject to the availability of funds. Applicants may not receive funding for more than one *SPP Program* deadline in one fiscal year. Funds awarded must be spent within the authorized grant period, unless otherwise approved by the Grants Officer. Applications are reviewed on the basis of artistic merit, appropriateness and feasibility of the request. Priority will be given to applicants who have not received grant funds from the D.C. Arts Commission within the past five years.

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Grant Amounts/ Notification

Small Project Program grants are in amounts of \$1,000 or less and there is no matching requirement. Applicants are notified in writing regarding the status of their application approximately six weeks after the deadline.

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Work Sample Submission Requirements by Discipline

- VISUAL ARTS AND CRAFTS: Submit 10 slides of at least five different works. Include 4 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- DANCE: Up to two videotapes of performances.
- INTERDISCIPLINARY/PERFORMANCE ART: Up to 10 slides with 4 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- LITERATURE: 4 copies of five works. If submitting excerpts, provide synopsis.
- MEDIA (FILM/VIDEO/RADIO): Up to two audio/video tapes of completed work or work-in-progress, and 4 copies of a one-page treatment of each work.
- MULTIDISCIPLINARY: Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- MUSIC: Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- THEATER: Samples that could include video tape of contrasting monologues - OR- 10 slides of productions with 4 copies of slide identification sheet -OR- audio tape of sound design -OR- 4 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 13 copies of a play and a one-page synopsis.

*Photo, Front Page: Nicole
Bryant, singer and FY2002
Small Project Program grantee.
Photo by Bryant Richmond.*



SMALL PROJECTS PROGRAM

✓ **SUBMIT:** ONE ORIGINAL PACKET (the signed application form and its attachments) and **4 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. Please type.

APPLICATION DEADLINES:
Thursday, December 5, 2002
Thursday, March 6, 2003
Thursday, June 5, 2003

Artistic Disciplines: (*check one*)
☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Visual Arts
☐ Theater ☐ Music ☐ Interdisciplinary/Performance Art
☐ Multidisciplinary

Amount Requested \$ _____ (*may not exceed \$1,000*) Ward _____

Name of Individual or Organization _____

Address (P.O. Box not accepted) _____ Washington, D.C. Zip _____

Telephone _____ Fax _____ E-mail _____

Have you ever received a grant from the Commission before? _____ If yes, please list _____

Please list one-of-a-kind support materials submitted (Applicants must make arrangements with Commission staff to pick up support materials once they have been notified of the status of their application. Applicants should include a self-addressed stamped envelope if they wish to receive their work samples via mail).

➤ ORGANIZATIONS ONLY

Executive Director _____ Telephone _____

Authorizing Official _____ Telephone _____

Full Time Personnel _____ # Part Time Personnel _____

	Most Recently Completed Year	Budgeted for Current Year	Estimated for Next Year
Total Expenses	_____	_____	_____
Total Income	_____	_____	_____

➤ INDIVIDUALS ONLY

Social Security Number _____

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in exact order. Use 8 1/2" x 11" sheets.

- Project description- up to one page;
- Mission statement (organizations) or artistic statement (individuals)- up to one page;
- Artistic resumé(s) of key personnel involved in the project- up to two pages each;
- Complete project budget (fill form on page 4) and a budget narrative (up to one page) explaining all items, income and expenses;
- Cost estimates (commercial invoices and/or price quotes on business letterhead);
- Accessibility plan (organizations only) describing accessibility services and how the proposed project will be made accessible for participants with disabilities. Refer to page 9 of the Guide to Grants for more information. Use up to one page;
- No more than four items of additional material, e.g., reviews, letters of support, programs, brochures, etc.;
- A brief description of the work sample submitted (treatment, synopsis, slide identification sheet, etc).

ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP (ORIGINAL) PACKET

- Work sample materials as described on page 2.

I hereby certify that this application, its attachments and all other information submitted are true and correct to the best of my knowledge.

Signature _____ Date _____

SMALL PROJECTS PROGRAM

Project Budget Form

PROJECT EXPENSES

1. PERSONNEL

- a. Administrative _____
- b. Artistic _____
- c. Technical/Production _____

2. OUTSIDE FEES & SERVICES

- a. Administrative _____
- b. Artistic _____
- c. Technical/Production _____

3. SPACE RENTAL _____

4. TRAVEL

- a. Transportation _____
- b. Per Diem _____

5. MARKETING/PROMOTION

- a. Printing _____
- b. Advertising _____

6. REMAINING OPERATING EXPENSES

- a. Postage _____
- b. Telephone _____
- c. Other (itemize) _____
- d. Equipment* _____

7. TOTAL CASH EXPENSES _____

(add lines 1-6) *may not exceed \$3,000*

PROJECT INCOME

8. EARNED INCOME

- a. Admissions _____
- b. Other Earned Income _____
- c. Applicant Cash _____

9. CONTRIBUTED INCOME

- a. Corporate Support _____
- b. Foundation Support _____
- c. Other Private Support _____

10. GOVERNMENT SUPPORT

- a. Federal _____
- b. Local _____

11. TOTAL PROJECT INCOME _____

(add lines 8-11)

12. GRANT AMOUNT _____

REQUESTED

May not exceed \$1,000

14. TOTAL PROJECT INCOME _____

(add lines 11-12) *must match amount on line 7*

***Note: Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is not allowable.**